

## Reserving Media for Classroom Screening: A Library Guide for Instructors

- DVD and VHS titles that are on reserve for a course should be booked in advance to ensure that they will be on the shelf and available.
- Use the Harvest online library catalog to make a booking yourself.
- You must have a current library account to book media.
- If you wish to book an instructor owned copy, please contact Reserves directly.

To book an item in the Harvest online library catalog:

- 1) **Login** to the catalog (<http://harvest.lib.ucdavis.edu>) with your library card number and PIN.

UC DAVIS UNIVERSITY LIBRARY

Sign out Help  
End Session My Account/Renew Books

Harvest Library Catalog My E-Shelf Search History Results Preferences

Full Catalog Reserves Journals & Serials E-Journals Special Collections More

SEARCH OPTIONS BASIC | BROWSE | ADVANCED | COMMAND

### My Account/Renew Books

To continue without logging in, select a catalog above

Library Card #: 21175001357560

PIN / Password: \*\*\*\* Log On Cancel

[Forgot your PIN? Request a new PIN/Password now.](#)

Your library card number is the 14-digit barcode number on your UC Davis Student or Employee ID or Library Card. Your PIN is the number you selected when registering for library privileges. If you need assistance with your PIN or book renewals, contact [shieldscirc@ucdavis.edu](mailto:shieldscirc@ucdavis.edu) or call 530-752-1203.

If you are a student and have not yet registered for library privileges, you may [activate your student ID card online](#).

Library Home | Melvyl | WorldCat | Help | Ask a Librarian

The University Library - The University of California, Davis - 100 NW Quad - Davis, CA 95616 - (530) 752-6561  
Copyright © 2009, The University Library.  
[Contact the Web Team](#)

- 2) Once you are logged in, **search** for the item you wish to book.

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Full Catalog Reserves Journals & Serials E-Journals Special Collections More

SEARCH OPTIONS BASIC | BROWSE | ADVANCED | COMMAND

### Basic Search: Full Catalog

Search field: Keyword(s) anywhere

Search for: juri kochiyama Search Clear

Examples: trojan war and achilles  
(womln or female) and sport? [sport, sports, sporting]

- 3) a: If there is more than one option, find the item you are interested in and **click** on the call number.

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SEARCH OPTIONS

Searching Full Catalog

Options: [Select All](#) [Deselect All](#) [Create Subset](#) [Add to My E-Shelf](#) [Refine Search](#)

Results for Word(s)= yuri justice; Sorted by: Title/Year (ascending) [Jump to Text](#)

Records 1 - 3 of 3 (maximum display and sort is 5000 records) [Jump to #](#)

[Previous Page](#) [Next Page](#) [Print View](#) [Email Results](#)

#	Author	Title	Year	Library/Call no.	Holdings
1		Cities of Europe -- changing contexts, local arrangements, and the challenge to urban cohesion /	2005	Shields Library HT131 .C56 2005 Regular Loan. Shields Reserves Media HT131 .C56 2005 Regular Loan.	Shields Library Owned: 1 Out: 0 Shields Reserves Owned: 1 Out: 0
2		Cross-cultural biotechnology /	2004	Shields Library TP248 .Z3 .C26 2004 Regular Loan.	Shields Library Owned: 1 Out: 0
3	Kochiyama, Yuri	Yuri Kochiyama: passion for justice /	1994	Shields Reserves Course Reserves E184 .J3 .Y8753 1994 DVD Three Hour LUD-MRC04	Shields Reserves Owned: 1 Out: 0

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- b: If your search term brought up a single title, **click** on the call number.

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SEARCH OPTIONS

Add to My e-Shelf | [Beeking](#) | [UC4Links](#)

Full View of Record

Choose format: [Standard format](#) [MARC tags](#)

Record 1 out of 1

[Previous Record](#) [Next Record](#) [Print View](#) [Save/Mail](#)

Title [Yuri Kochiyama: passion for justice / YJK Project](#), co produced & co directed by Patricia Saunders, Pats Taini.

Published New York, NY : Distributed by Women Make Movies, 1994.

Description 1 videodisc (57 min.) : sd., col. with b/w sequences ; 4 3/4 in.

Record format <Visual>  
VR Videorecording  
VD Videorecording (DVD)

Check Availability All Items

Call no. [Shields Reserves Course Reserves E184 .J3 .Y8753 1994 DVD Three Hour LUD-MRC04](#)

Note This disc is a recorded DVD and may not play on all DVD players or drives.  
"©1997"--End credits.

Summary Biography in political and social context of Yuri Kochiyama, an Asian American woman and humanitarian civil rights activist who first became aware of social injustice in the United States during her time in a Japanese-American internment camp during World War II. She stresses the need for members of all races and ethnicities to work together for common goals, and for a fundamental change in political power structures. Includes interviews with Kochiyama and with members of her family.

System details DVD-R.

Per. Sub. [Kochiyama, Yuri](#).

Subject [Japanese American women -- Political activity -- United States](#).  
[Japanese American veterans -- United States -- Biography](#).  
[Political activists -- United States -- Biography](#).  
[Civil rights -- United States -- History -- 20th century](#).

Add Entry [Kochiyama, Yuri](#).  
[Saunders, Patricia](#).  
[Taini, Pats](#).

Add Entry [YJK Project](#).  
[Women Make Movies \(Firm\)](#).

[Previous Record](#) [Next Record](#)

- 4) If the item is available for booking, there will be a ‘booking’ link on the left. **Click** on it. If you did not sign in, the “booking” link will not appear.

UCDAVIS UNIVERSITY LIBRARY Sign out  
End Session

Harvest Library Catalog My E-Shelf Search

Full Catalog Reserves Journals & Serials E-Journals Special Collections More

SEARCH OPTIONS BASIC

Full Catalog - Holdings

Yuri Kochiyama[videorecording] : passion for justice /YK Project ; co produced & co directed by Patricia Saunders, Rea Tajiri..  
New York, NY : Distributed by Women Make Movies, 1994..  
1 videodisc (57 min.) : sd., col. with b&w sequences ; 4 3/4 in..

Location Shields Reserves E184.J3 Y8753 1994 DVD

Select year  Select volume  Select sublibrary

	Description	OPAC note	Item status	Due date	Library	Collection	Call Number	Copy Number
<a href="#">Booking Request</a>			Two Hour Loan-LUO		Shields Reserves	Course Reserves	E184.J3 Y8753 1994 DVD	

- 5) In the booking screen, **enter** the date/time you wish to use the item. The calendar in the lower portion of the screen shows whether the item is already booked, and if so, when. If the information you enter is valid, the ‘Go’ button takes you to a confirmation screen. **Click ‘Go’** to reserve the title, or ‘Back’ to revise.

UCDAVIS UNIVERSITY LIBRARY Sign out  
End Session Help  
My Account/Renew Books

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SEARCH OPTIONS BASIC | BROWSE | ADVANCED | COMMAND

**Booking Information**

Maximum Booking Period 3 Days at 10:00 PM

Yuri Kochiyama[videorecording] : passion for justice /YK Project ; co produced & co directed by Patricia Saunders, Rea Tajiri..  
New York, NY : Distributed by Women Make Movies, 1994..  
1 videodisc (57 min.) : sd., col. with b&w sequences ; 4 3/4 in..

**Item Booking**

Shields Reserves

From Day (yyyymmdd) 20100209 9:00 AM

To Day (yyyymmdd) 20100211 9:00 AM

Return Location Shields Reserves Shields Reserves Sub Location

Sub Location

**Availability**

Current Week (10/26/09 to 11/01/09)

	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
10/26/09																								
10/27/09																								
10/28/09																								
10/29/09																								
10/30/09																								
10/31/09																								
11/01/09																								

Available  Not Available  
 Booked to you  Checked out to you

6) Once you have saved your booking request, the screen will note so on the calendar.

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SEARCH OPTIONS  
Booking has been registered.

Booking Information  
Maximum Booking Period: 3 Days at 06:00 PM

Yuri Kochiyama [videorecording] : passion for justice / YK Project ; co produced & co directed by Patricia Saunders, Rea Tajiri.  
New York, NY : Distributed by Women Make Movies, 1994.  
1 videodisc (57 min.) : sd., col. with b&w sequences ; 4 3/4 in.

Item Booking  
From: Day (yyyymmdd) Time  
To: Day (yyyymmdd) Time  
Go

Availability  
Calendar showing availability for dates 11/02/09 to 11/08/09. Legend: Available, Not Available, Booked to you, Checked out to you.

7) If you wish to cancel your request, you may do so via your account management tool.

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SEARCH OPTIONS  
My E-Shelf | Search History | Reserves | Preferences

Booking Information  
Maximum Booking Period: 3 Days at 06:00 PM

Yuri Kochiyama [videorecording] : passion for justice / YK Project ; co produced & co directed by Patricia Saunders, Rea Tajiri.  
New York, NY : Distributed by Women Make Movies, 1994.  
1 videodisc (57 min.) : sd., col. with b&w sequences ; 4 3/4 in.

Item Booking  
From: Day (yyyymmdd) Time  
To: Day (yyyymmdd) Time  
Go

Availability  
Calendar showing availability for dates 11/02/09 to 11/08/09. Legend: Available, Not Available, Booked to you, Checked out to you.

8) Click on the item number.

UCD598 -1

For details about a hold request, click the underlined number.

No.	Description	Booking Start time	Booking End time	Sublibrary	Request status	Call number	Call number 2	Item Description	Pickup Location	Item Status	SFX
<u>1</u>	Yuri Kochiyama [videorecording] : passion for justice / YK Project ; co produced & co directed by Pa	11/05/09 09:00	11/06/09 09:00	Shields	Reserves In process	E184.J3 Y8753 1994 DVD			Shields Reserves	Three Hour LUO-MEDIA	SFX

9) Once in the booking record **click** on delete. The reservation will be canceled.

The screenshot displays the UC Davis University Library Harvest Library Catalog interface. At the top, there is a navigation bar with the library logo and name, and links for 'Sign out', 'End Session', 'Help', and 'My Account/Renew Books'. Below this is a secondary navigation bar with 'Full Catalog', 'Reserves', 'Journals & Serials', 'E-Journals', 'Special Collections', and 'More'. A 'SEARCH OPTIONS' section is visible with 'BASIC', 'BROWSE', 'ADVANCED', and 'COMMAND' tabs. The main content area is titled 'Details for booking no. 1' and contains a table with booking information:

Booking Start:	11/05/09 09:00 AM
Booking End:	11/05/09 09:00 AM
Processing Time:	Head: 1 M Tail: 2 H Delivery: 0 (D - Days, H - Hours, M - Minutes)
Note:	
Pickup/delivery location:	Shields Reserves
Pickup/delivery sub location:	
Return location:	
Return sub location:	
Pickup/delivery method:	
Proxy ID:	
Proxy Name:	

Below the booking details is the 'Requested Item Details' section, which contains another table:

Item Barcode:	3117502845367
Item status:	Three Hour LUO-MEDIA
Sublibrary:	Shields Reserves
Collection:	Course Reserves
Location:	E164.J2 Y8753 1994 DVD
Location-2:	
Description:	

At the bottom of the 'Requested Item Details' section, there are two buttons: 'Delete' and 'Back'. The 'Delete' button is circled in red in the original image.

Please call (530) 752-2760 or come to the Shields Library Reserves desk if you have any questions.